

# Notification of Unrecognized Payment

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that we have received a payment that has not been recognized in our records. Details of the payment are as follows:

- Payment Amount: [Insert Amount]
- Date of Payment: [Insert Date]
- Transaction Reference: [Insert Reference]

Please review your records and confirm if this payment was intended for our services. If you believe this payment was made in error or if you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]